



AN AASIS TRAINING GUIDE

Advanced Accounts Payable Reporting

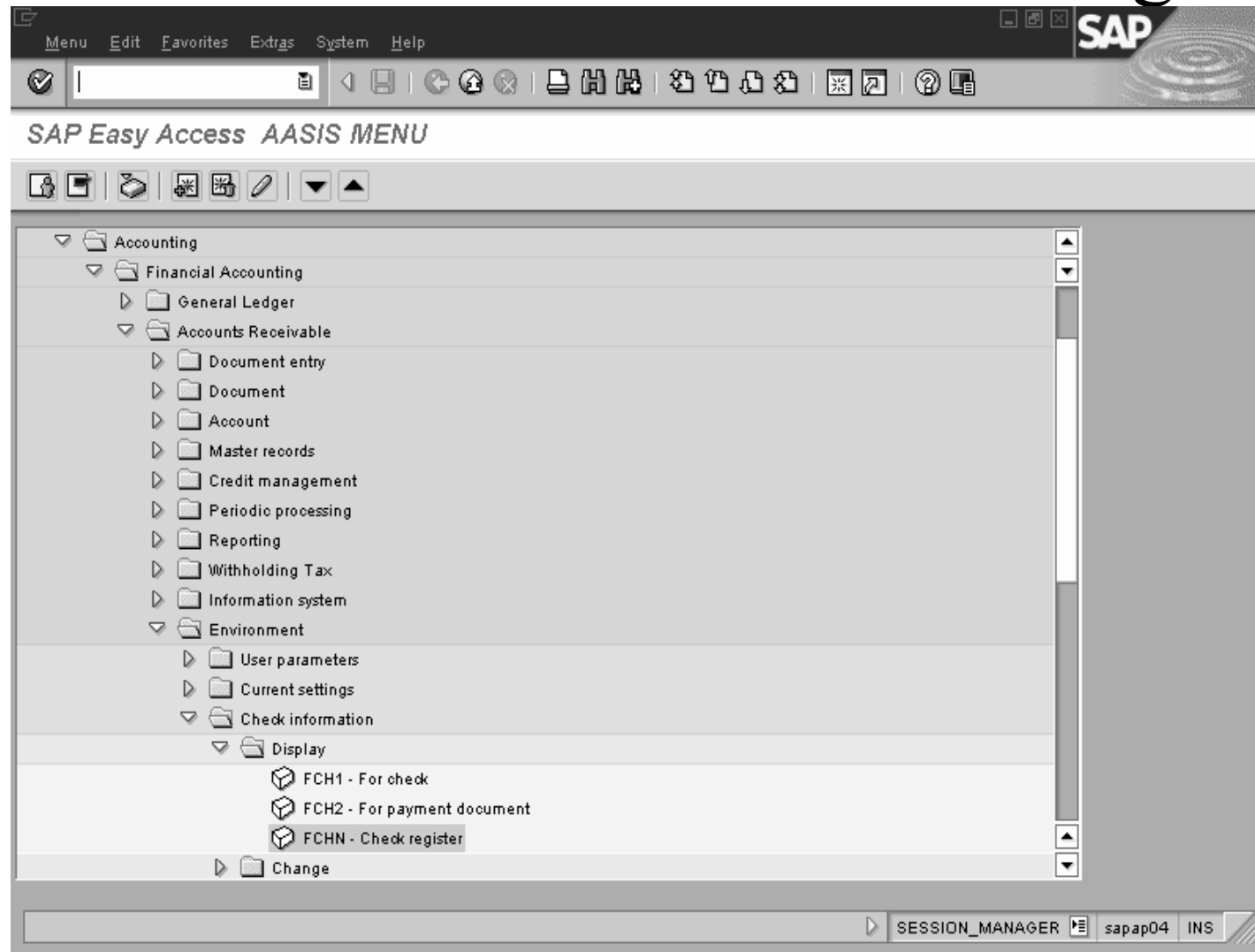


**BEST IF PRINTED IN
SLIDE VIEW**

Viewing Checks and Warrants

- FCHN, the check register, lists all checks or warrants issued. Fund and accounting information is not included in the check register. The check register can be used to determine the payee, and whether or not the check has been cleared or cancelled.
- FCH1 can be used to display this information for an individual check or warrant.
- ZWARR_DETAIL is a list of warrants that includes the accounting and controlling information.

Transaction FCHN – Check Register



Check Register

Paying company code to

House bank to

Account ID to

☐ Payroll checks

General selections Further selections

General selections

Bank key to

Bank account number to

Check number to

Currency to

Amount to

Output control

Enter ARK in Paying company code. For Treasury warrants, enter TREAS in House bank and TREA1 in Account ID. If using a local house bank, enter House bank code or select from the drop-down. Enter Account ID for the local house bank.

Check Register

Paying company code to

House bank to

Account ID to

☐ Payroll checks

General selections Further selections

General selections

Bank key to

Bank account number to

Check number to

Currency to

Amount to

Output control

☐ List of outstanding checks

Additional heading

Items paid

Select List of outstanding checks in Output control if desired. Scroll down to Items paid.

Items paid

☐ W/out line items
☒ With line items

Display variant
/CK#/BA
2SAP (SUM)

Select with or without line items under items paid.

Display variant: Choose

Variant	Display variant name				
/CK#/BA	Check number/Business Area	✓	✓	✓	
1SAP	Standard Variant	✓	✓		
2SAP (HR)	Variants with data for HR	✓	✓		
3SAP (OC)	List of outstanding checks	✓	✓		
4SAP (PR)	Pmnt run	✓	✓		

☒ Copy
 ☐
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← Without line items

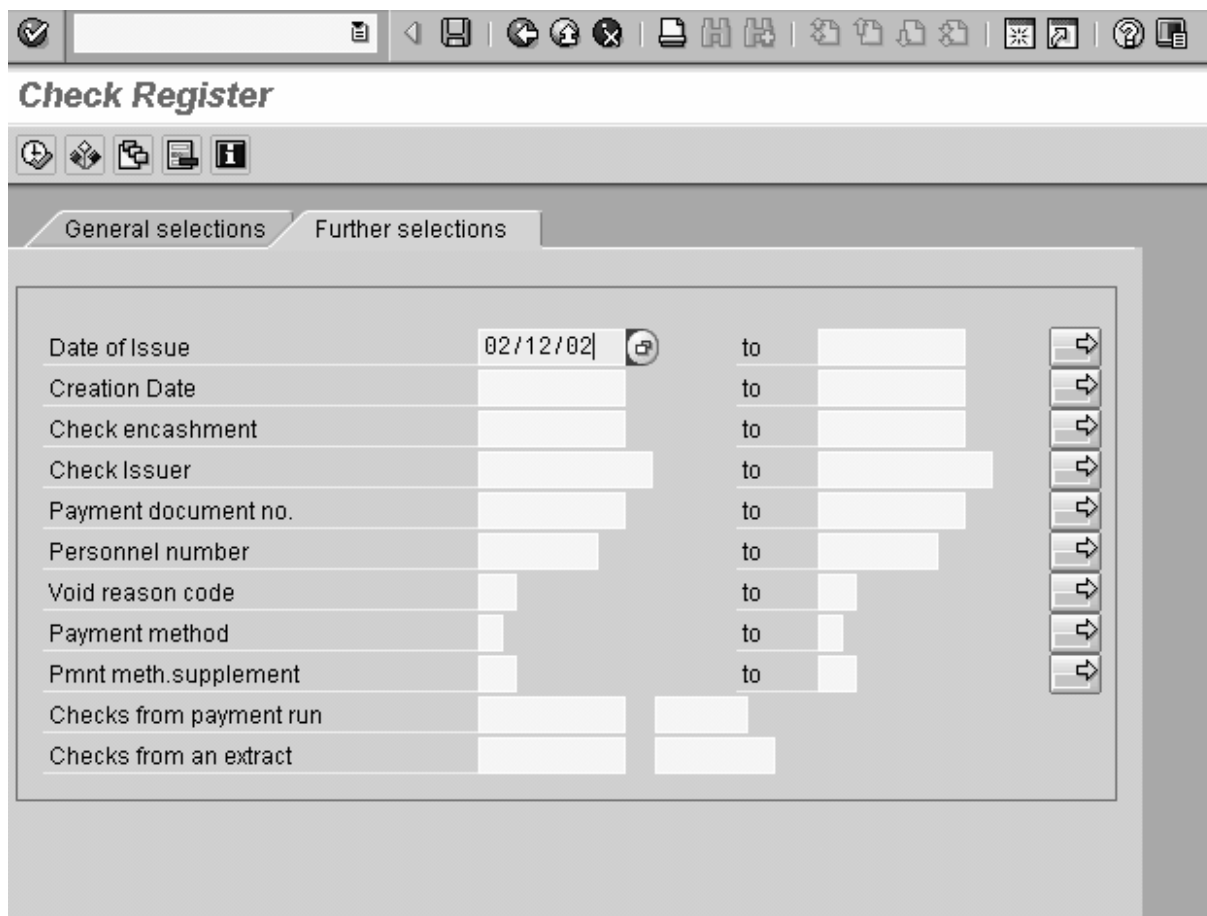
Display variant: Choose

Variant	Display variant name				
/CHECKS455	SEE WHEN VENDOR PAID	✓			
1SAP	Standard variant, no totals	✓			
2SAP (SUM)	Standard variant, with totals	✓	✓		

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 ☐
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☐

← With line items

Choose desired variant for viewing.



Check Register

General selections Further selections

Date of Issue	02/12/02	to		
Creation Date		to		
Check encashment		to		
Check Issuer		to		
Payment document no.		to		
Personnel number		to		
Void reason code		to		
Payment method		to		
Pmnt meth.supplement		to		
Checks from payment run				
Checks from an extract				

Enter further selections as desired. Execute.



List is generated in accordance to selections.

SAP

List Edit Goto Settings System Help

Check Register

State of Arkansas
Little Rock
Company code ARK

Check register

Bank TREAS Arkansas State Treasury
Bank keys 999999992
Account No. TREA1 0001

Warrant for General Expenses

Check number from to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/void reason code
210123618	7000504180	02/12/2002	USD	2,100.00	DEIGHTON LTD BOWMANVILLE ON
210123619	7000504181	02/12/2002	USD	17.00	ERB INDUSTRIES EQUIPMENT INC CAPE
210123620	7000504182	02/12/2002	USD	56.00	PROPERTY SOLUTIONS INC DELRAN NJ
210123621	7000504183	02/12/2002	USD	135.00	RAMSEY KRUG FARRELL & LENSING LITT
210123622	7000504184	02/12/2002	USD	1,020.08	T J LAMBRECHT CONSTRUCTION INCJOLI
210123623	7000504185	02/12/2002	USD	29.96	TRINITY INDUSTRIES INC DALLAS TX
* Payment method Warrant for General Expenses			USD	3,358.04	

Total of all entries

Check register

Without line items

FCHN sapqas INS



SAP

List Edit Goto Settings System Help

List of outstan.checks

State of Arkansas
Little Rock
Company code ARK

Bank TREAS Arkansas State Treasury
Bank keys 999999992
Account No. TREA1 0001

Warrant for General Expenses

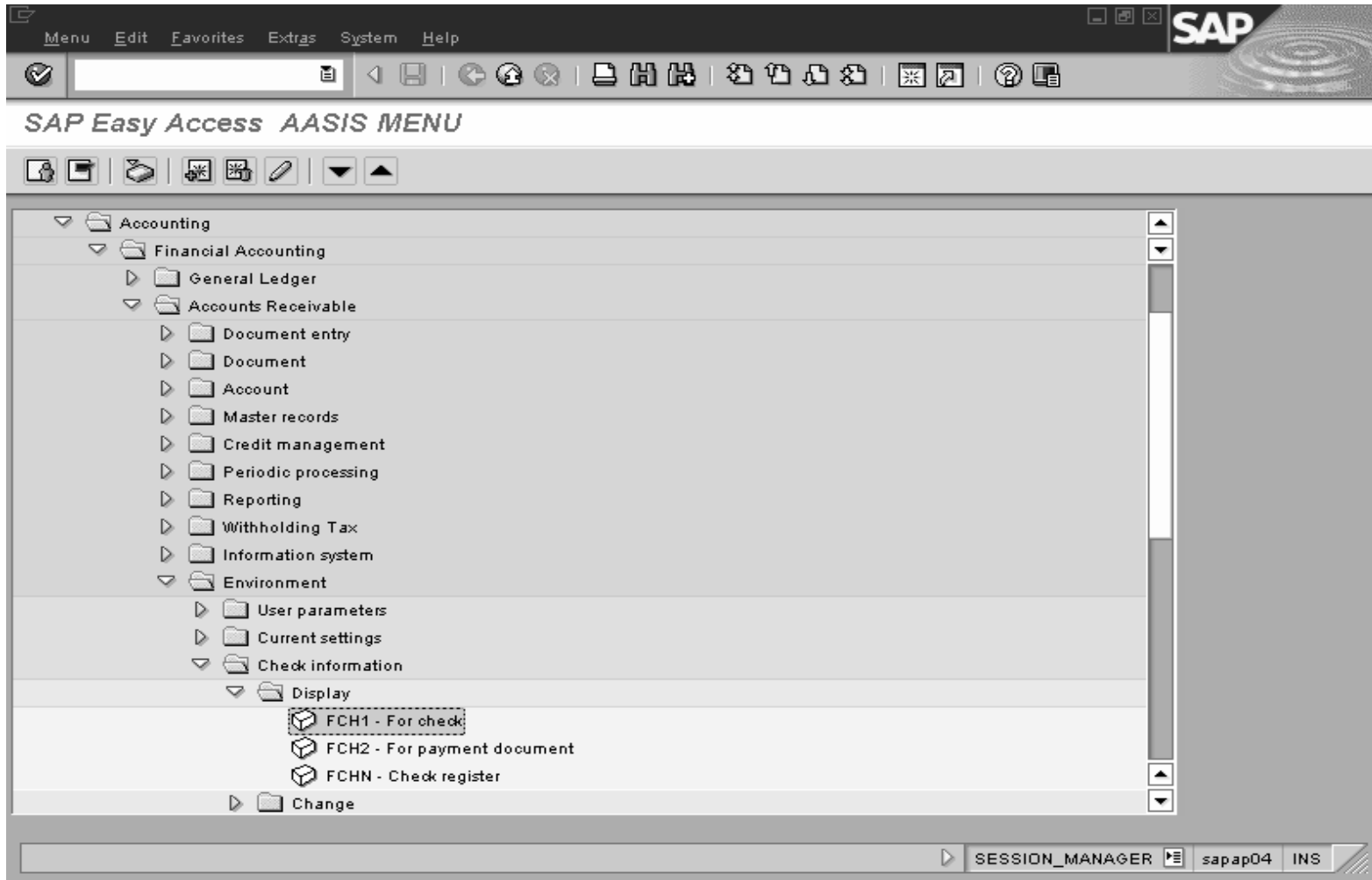
Check number from to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/void reason code
Doc.no. Itm Pstg date Curr. Doc. curr. amount	Disc. amount	Net amount			
210123618 8000417284 1 02/12/2002 USD	7000504180 02/12/2002 USD 2,100.00	2,100.00	0.00	2,100.00	DEIGHTON LTD BOWMANVILLE ON
210123619 8000417289 1 02/12/2002 USD	7000504181 02/12/2002 USD 17.00	17.00	0.00	17.00	ERB INDUSTRIES EQUIPMENT INC CAPE
210123620 8000417286 1 02/12/2002 USD	7000504182 02/12/2002 USD 56.00	56.00	0.00	56.00	PROPERTY SOLUTIONS INC DELRAN NJ

With line items

FCHN sapgas INS



Transaction FCH1 – Display Check Information





Check Edit Goto Extras Environment System Help


Display Check Information

Paying company code State of Arkansas

Check data	
House bank	<input type="text" value="treas"/>
Account ID	<input type="text" value="trea1"/>
Check Number	<input type="text" value="510160165"/>

Bank Key

Bank Account Number

Enter Paying company code, House bank, Account ID, and check number fields. Click the green check .



Check Edit Goto Extras Environment System Help

Display Check Information

Check recipient Check issuer... Accompanying docs Payment document

Paying company code ARK Payment document no. 7010166104

Bank details

House bank	TREAS	Bank Key	999999992
Account ID	TREA1	Bank Account Number	0001
Bank name	Arkansas State Treasury		
City	Little Rock		

Check information

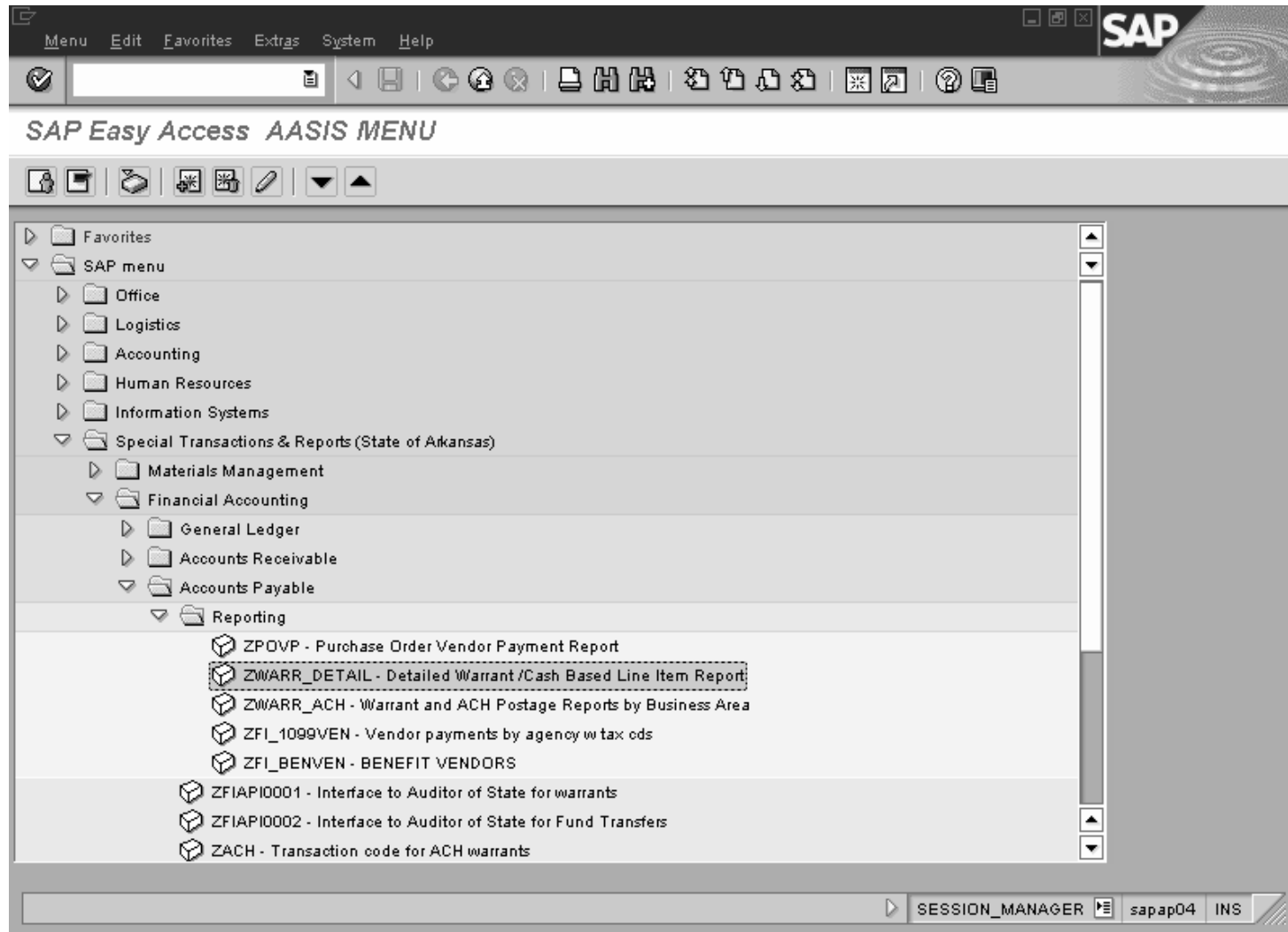
Check Number	510160165	Currency	USD
Payment date	09/26/2004	Amount paid	41.44
Check encashment	10/01/2004	Cash discount amount	0.00

Check recipient

Name	REYNOLDS RUBBER STAMP CO INC
City	LITTLE ROCK
Pavee's country	US

Payment document appears. Use menu or buttons to view related documents and payment information.

Transaction ZWARR_DETAIL





Transaction ZWARR_DETAIL

Transaction ZWARR_DETAIL provides a comprehensive display of details associated with payments.

NOTE: ZWARR_DETAIL is not a real-time report. The report remains static between each refresh which is executed once nightly.



The report details include the following data:

Business Area

Payment Method

Warrant Number

Print Date

Payment doc. Number

Document number/s that
generate a warrant

Fund

Funds center

Commitment Item

Cost Center

WBS element

Internal Order

General ledger account number

Total Warrant Amount

Line Amounts making up the
warrant

Invoice Amount

Vendor account number

Vendor name

Vendor street address, city and
postal code

Reference field

Document date

Posting date

ID

Fiscal Year



Program Edit Goto System Help

CASH based info system Line item report

Selection

Warrant				
Agency	0710	to		
Payment method		to		
Fiscal Year	2003	to		
Warrant		to		
Cash date		to		

Document

Document type		to		
Reference		to		
Source Document		to		
Payment		to		
Document date		to		
Posting date	07/01/2002	to	06/30/2002	

Line

Fund	pwp6500	to		
Funds Center		to		
Commitment item	5020002	to		

Enter Business area and Fiscal year as a minimum. All other fields are optional.



Program Edit Goto System Help

CASH based info system Line item report

Other

Run ID		to		
Vendor		to		
Vendor city		to		
Vendor name		to		

Handling Voided Warrants

☒ No void Warrants

☐ Void and Normal Warrants together

☐ Only Voided Warrants

Note: The Vendor Name field selects from the Vendor name field in the list, and is case sensitive. The vendor number field has a match code search that is not case sensitive. Use wild character * to search; i.e., enter *Health* to list all vendors with health in their name.

Click on the execute icon to display the report.



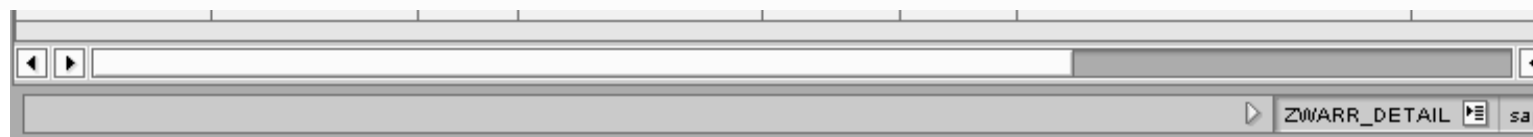
List Edit Goto Settings System Help

CASH based info system Line item report

Choose Save Print preview

Source document	Reference	Doc. type	G/L Account Description	G/L account	Cost center	Vendor Name	Warrant
51135459	055209	RE	Rent of Office Equip	5040007000	419420	COPY SYSTEMS INC	310016387
51135951	Y65045106989	RE	Freight	5020005000	419430	AZTEC SHOPS LTD	310019005
	Y65045106989	RE	Subscriptions Pubs	5090018000	419430	AZTEC SHOPS LTD	310019005
51135952	Y65045106963	RE	Freight	5020005000	419430	AZTEC SHOPS LTD	310019004
	Y65045106963	RE	Subscriptions Pubs	5090018000	419430	AZTEC SHOPS LTD	310019004
51135953	Y65045106973	RE	Freight	5020005000	419420	AZTEC SHOPS LTD	310019006
	Y65045106973	RE	Subscriptions Pubs	5090018000	419420	AZTEC SHOPS LTD	310019006
51135955	Y37779	RE	Other Expenses Svc	5080022000	419400	A'TEST CONSULTANTS INC.	310019232
51135959	Y7415352	RE	Other Expenses Svc	5080022000	419530	EARTHLINK INCORPORATED	310019267
51136344	22-1642	RE	Hauling & Moving Exp	5030007000	419500	DANIEL MOV & STOR CO INC aka A...	310018740
51139028	Y-RHBLS-02SUM	RE	Tuition & Course Mat	5080007000	419430	UALR STUDENT ACCTS	310027509
51139752	021755	RE	Software/Licenses	5090027000	419400	CPUCO INC	310031661
51139793	733713	RE	Rent of Office Equip	5040007000	419400	ARKANSAS COPIER CTR	310030941
51140916	44764	RE	Freight	5020005000	419430	ELLIOTT & FITZPATRICK INC	310038944
	44764	RE	Subscriptions Pubs	5090018000	419430	ELLIOTT & FITZPATRICK INC	310038944

ZWARR_DETAIL Report is displayed. Use the horizontal scroll bar to see all columns.

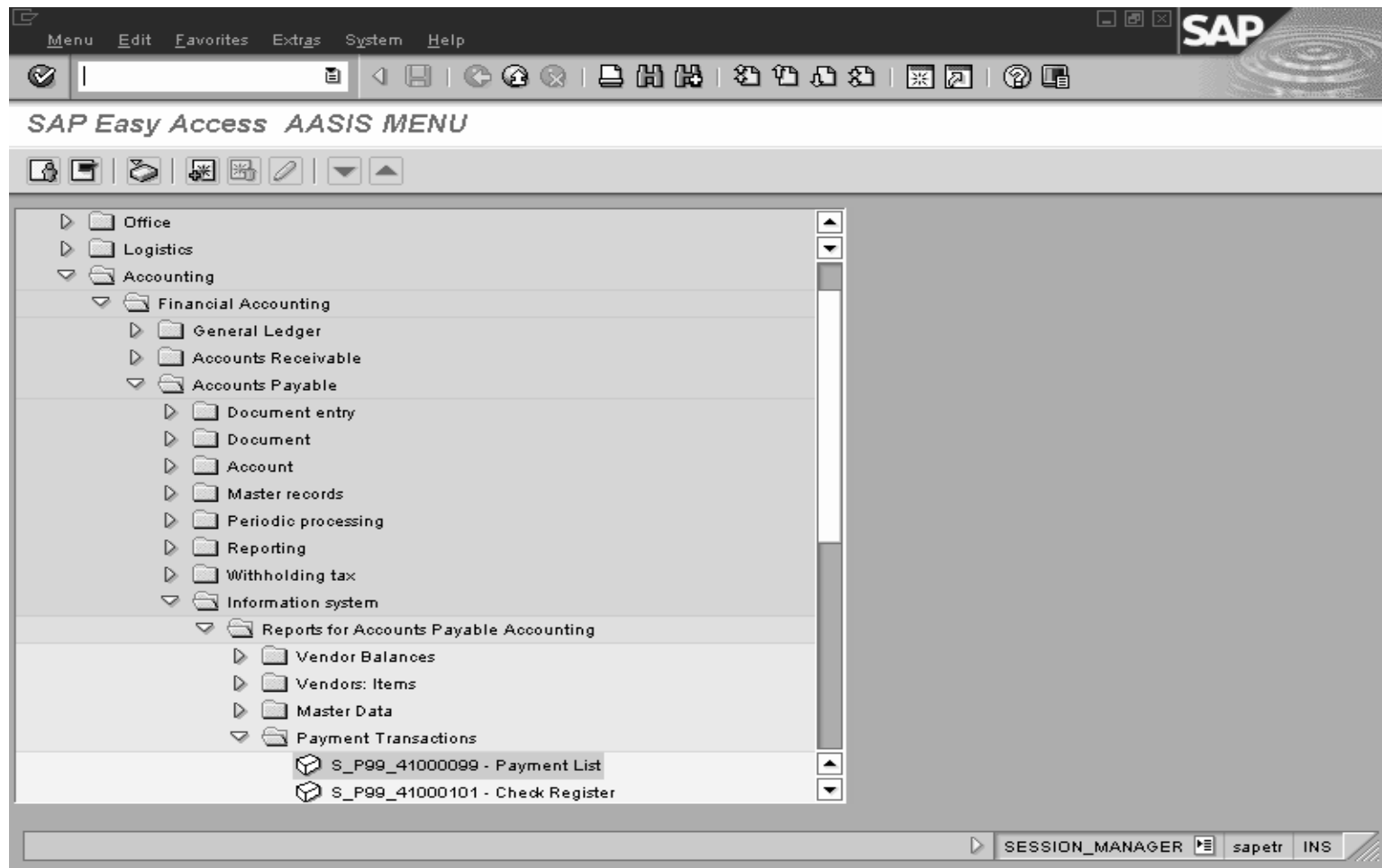


Determining Status of Invoice and Vendor Payments

- S_P99_41000099 Payment List displays exceptions in the payment run along with reason codes.
- Determining the status of an invoice and its accompanying details and related documents is best performed in Transaction FBL1N.
- A user only interested in what invoices remain in open status might use Transaction ZOPENITEMAP.
- To view a vendor's account balance, use Transaction FK10N.



Payment List - S_P99_41000099





Payment List - S_P99_41000099

Transaction S_P99_41000099 allows a user to view a payment run either as a proposal before the run, or by payments and/or exceptions after a run.

This can assist in troubleshooting an unpaid invoice.



Payment List

Program run date 06/26/2002
Identification feature NORM
☐ Proposal run only

Company code selection
Paying company code ARK
Sending company code to

Output control Selections

Line item lists
Maximum no. of address lines 3
☐ Summarize data
☐ Paid documents
☒ Exceptions
Display variant

Totals lists
Totals by
☒ Business areas
☐ Cntries
☐ Curr.
☐ PmntMeth.
☐ Banks

Company code-specific
Cross-company code

General specific.
☐ Display variant maintenance
Additional heading

Schedule control for payment program
Print control Print parameters

Enter Payment run date. Select "norm" for the identification feature. De-select Proposal run only.

Enter ARK in paying company code.

To view exceptions only, select Exceptions on the output control tab.

De-select all other boxes except for Business area under Total lists



Program Edit Goto System Help

Execute F8
Execute and print Ctrl+P
Execute in background F9
Exit Shift+F3

Program run date 06/26/2002
Identification feature NORM
☒ Proposal run only

Company code selection
Paying company code ARK
Sending company code

Output control Selections

Further selections

Payment method		to	
Payment method supplement		to	
Accounting clerks		to	
Business area	0710	to	
House bank		to	
Currency		to	
Vendor number		to	
Customer number		to	

Selection of exceptions

Item indicator		to	
Payment block		to	

Click on the selections tab.

Enter Business area



Program Edit Goto System Help

Execute F8
Execute and print Ctrl+P
Execute in background F9
Exit Shift+F3

Program run date 06/26/2002
Identification feature NORM
☒ Proposal run only

Company code selection

Paying company code ARK to
Sending company code to

Output control Selections

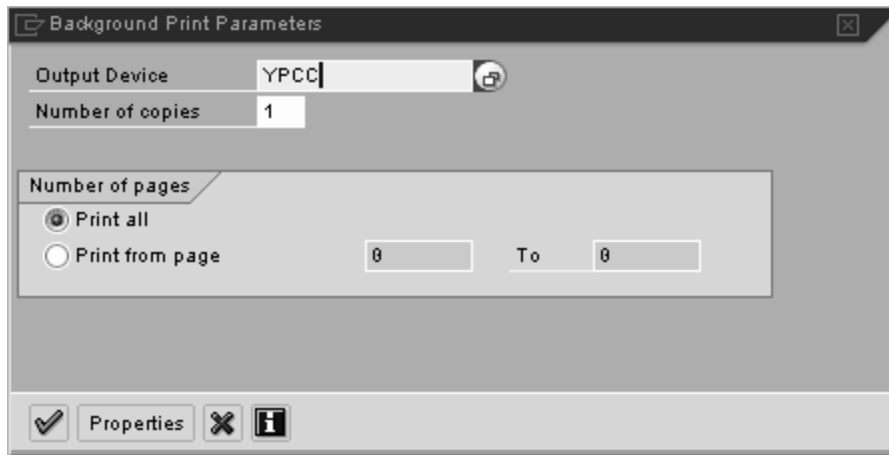
Further selections

Payment method to
Payment method supplement to
Accounting clerks to
Business area 0710 to
House bank to
Currency to
Vendor number to
Customer number to

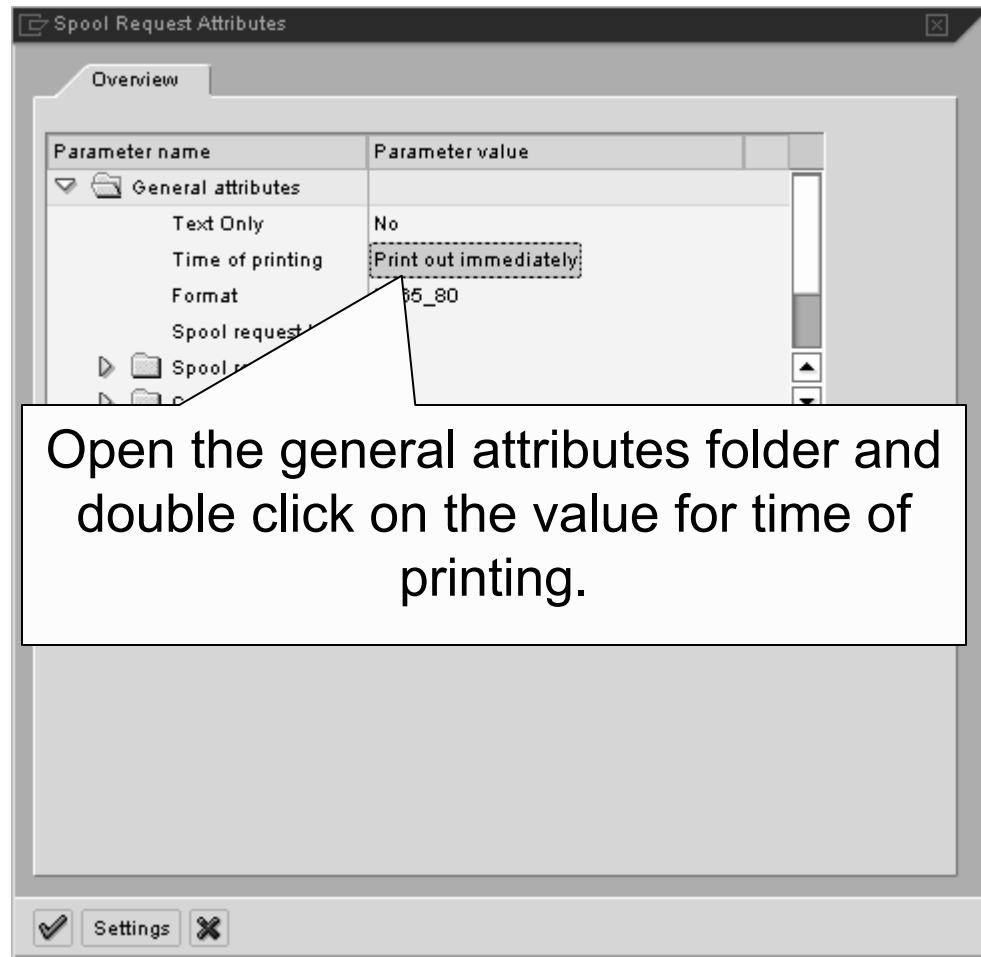
Selection of exceptions

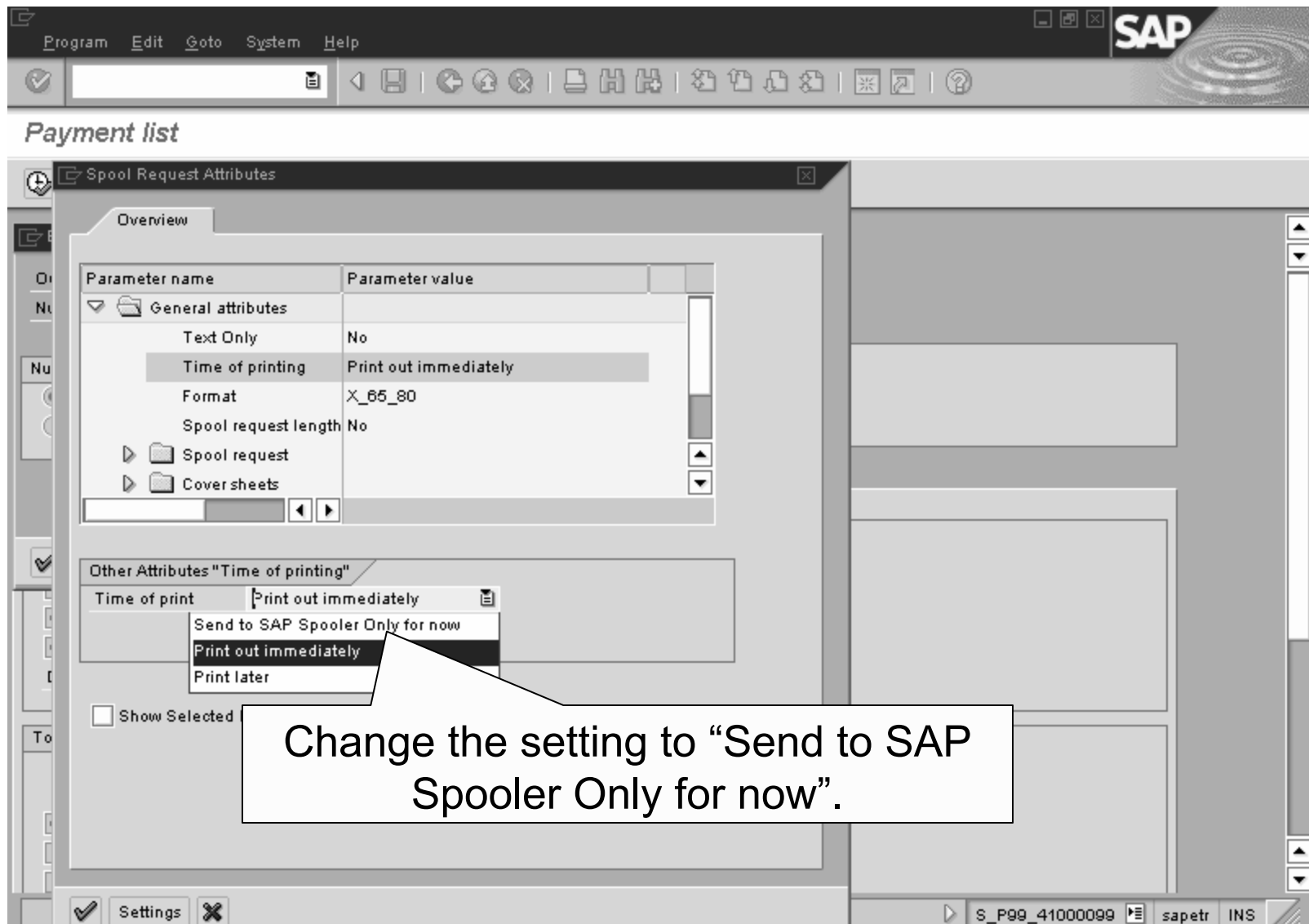
Item indicator to
Payment block to

Click Program >Execute in Background



Specify an output device and click
Properties





Spool Request Attributes

Overview

Parameter name	Parameter value
General attributes	
Text Only	No
Time of printing	Send to SAP Spooler Only for now
Format	X_65_80
Spool request length	No
Spool request	
Cover sheets	

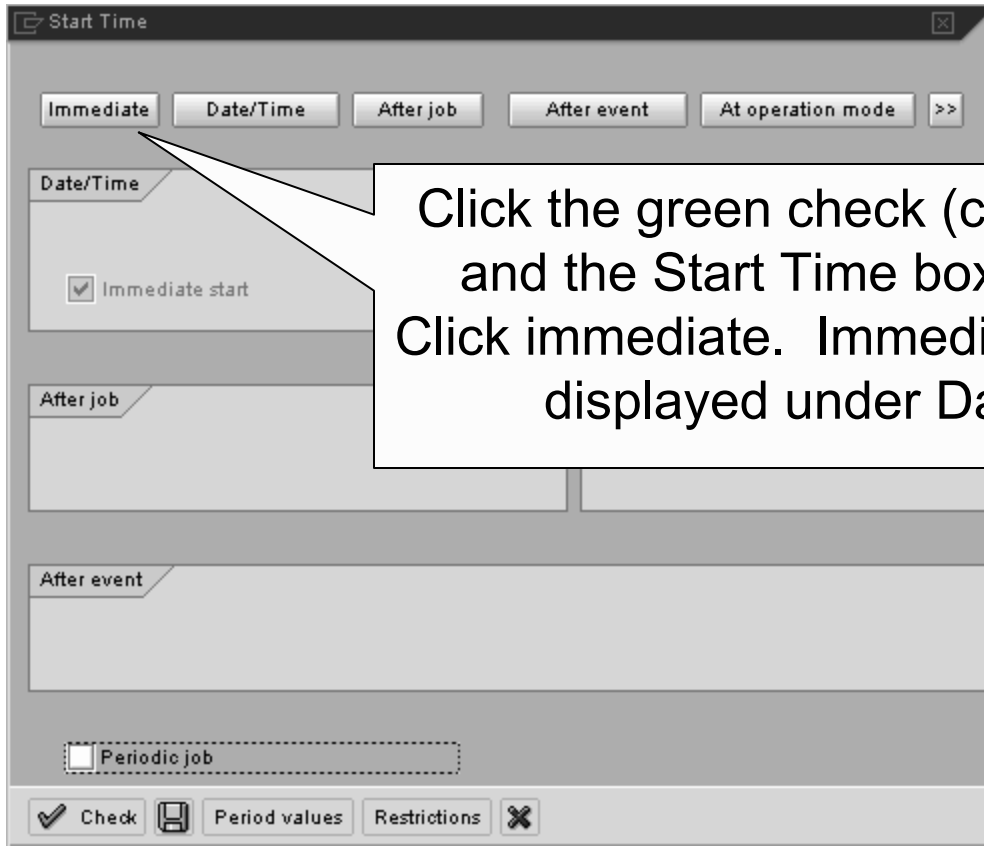
Other Attributes "Time of printing"

Time of print Send to SAP Spooler Only for now

☐ Show Selected Print Parameters on Initial Screen

Note the setting change and click the green check.

Settings



Start Time

Immediate Date/Time After job After event At operation mode >>

Date/Time

☒ Immediate start

After job

After event

☐ Periodic job

Check Period values Restrictions

Click the green check (continue) again and the Start Time box will pop up. Click immediate. Immediate start will be displayed under Date/Time.

Program Edit Goto System Help

SAP

Payment list

Program run date 04/28/2004

Identification feature

☐ Proposal run only

Company code selection

Paying company code to

Sending company code to

Output control Selections

Line item lists

Maximum no. of address lines 5

☐ Summarize data

☒ Paid documents

☒ Exceptions

Display variant

Totals lists

Totals by

☒ Business areas

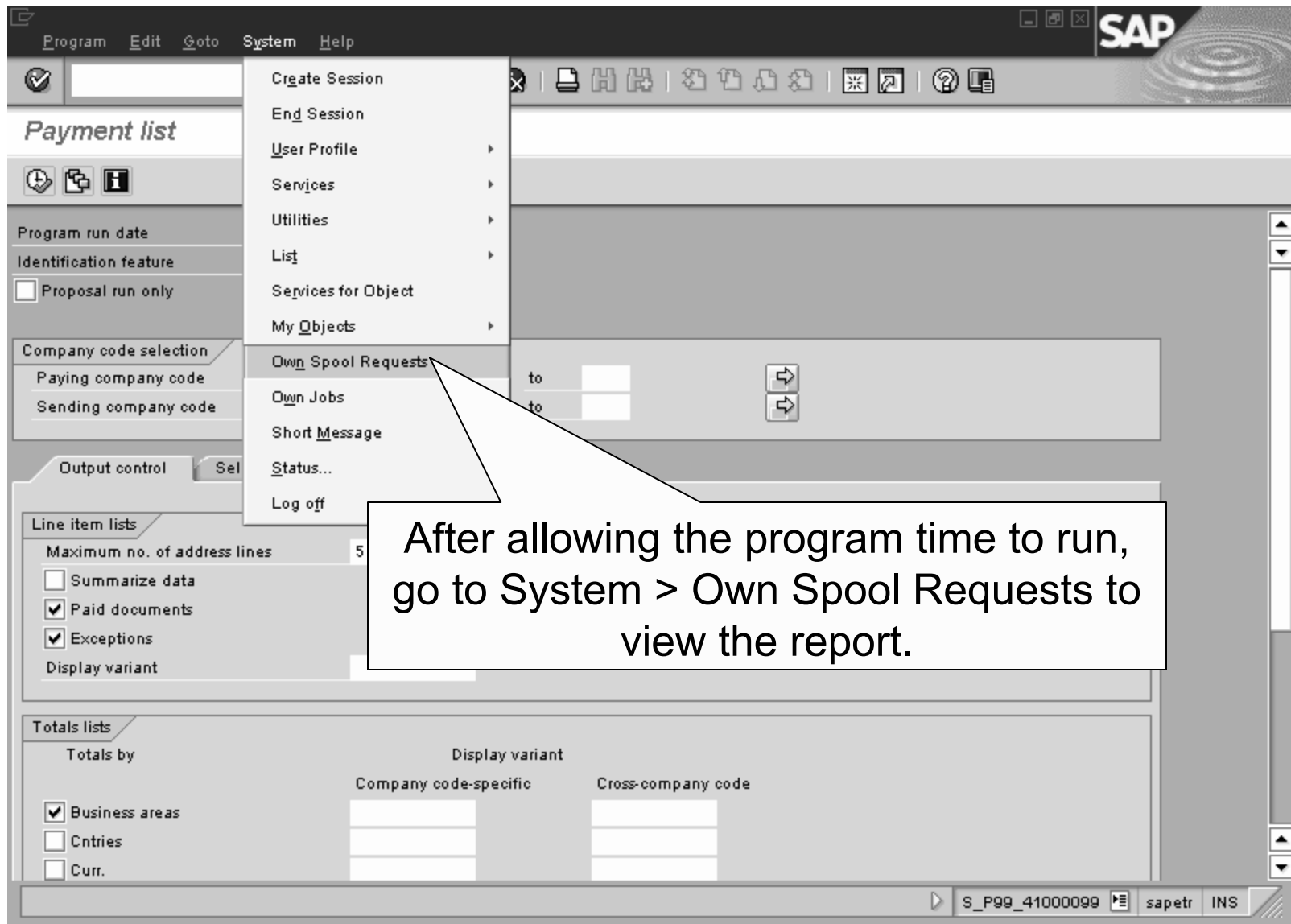
☐ Entries

☐ Curr.

Click save. You will be returned to the payment list screen with a message that the background job was scheduled. Note the job name.

Background job was scheduled for program RFZALI20

S_P99_41000099 sapetr INS



Spool request Edit Goto Utilities Settings System Help

Output Controller: List of Spool Requests

Spool no.	Date	Time	Status	Pages	Title
<input type="checkbox"/> 23945	06/27/2002	16:20	-	63	LIST1S YPCC RFZALI20_JLD

Click the checkbox next to the spool request and click the display icon.





Exception		No payment					
0710	ARK	8002590594	ZZ	06/19/2002	06/19/2002	0001 31	1,600.00- 0.00 1,600.00- USD 007
-Vendor address W071001		Payment to					
Dept of Human Services							
LITTLE ROCK AR 72201							
USA							
Exception		No payment					
0710	ARK	8002591181	ZZ	06/19/2002	06/19/2002	0001 31	425.00- 0.00 425.00- USD 007
-Vendor address W071001		Payment to					
Dept of Human Services							
LITTLE ROCK AR 72201							
USA							
Exception		No payment					
0710	ARK	8002591431	ZZ	06/19/2002	06/19/2002	0001 31	193.55- 0.00 193.55- USD 007
* Exceptio							
		49,666,404.28- 0.00 49,666,404.28- USD					

Error
code

State of Arkansas
Little Rock
Company code: ARK

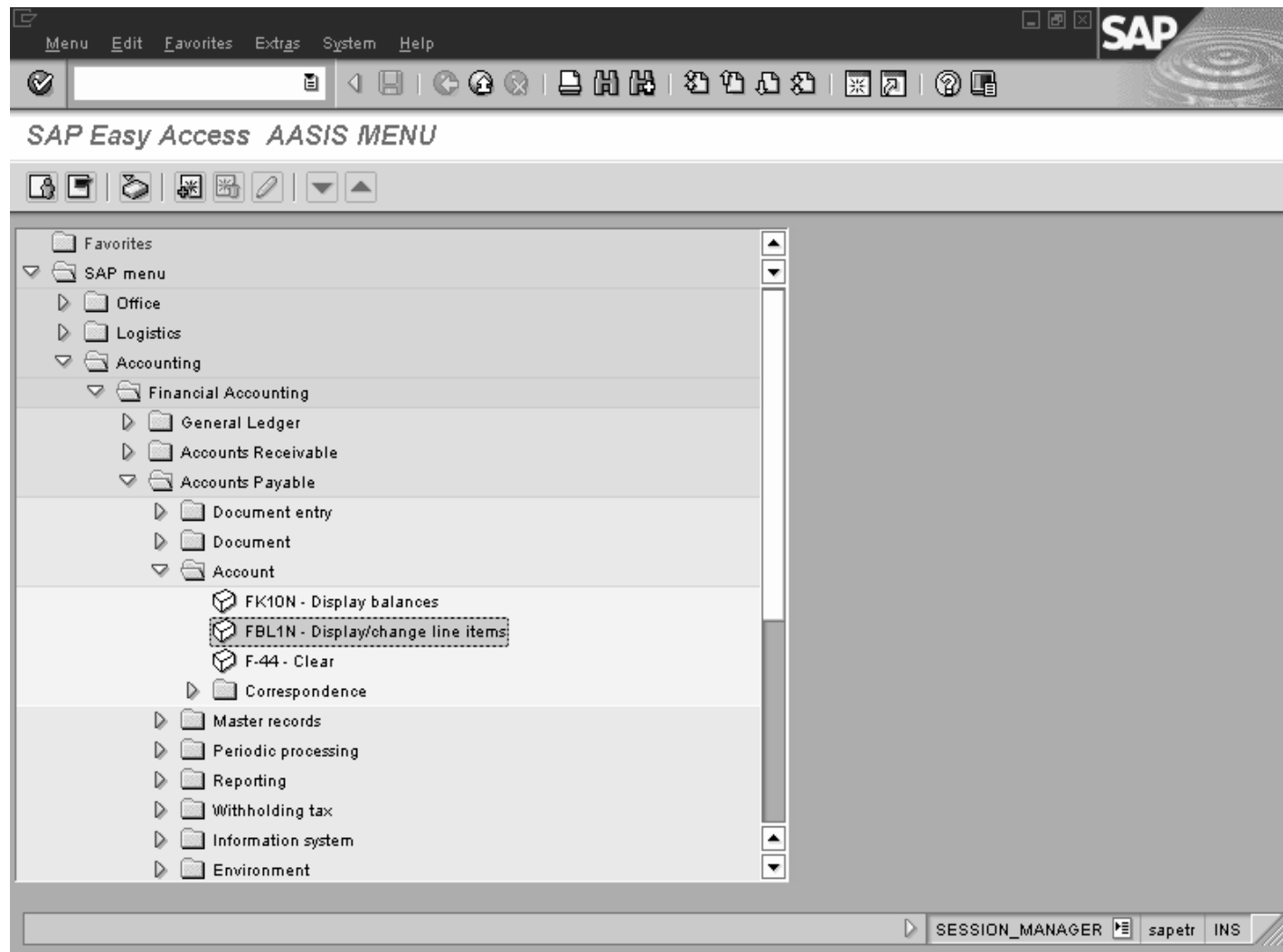
Payment settlement list for payment run 06/26/2002/NORM
Legend

06/27/2002 / 10:49:55
Users: JLDEBUSK
Page: 2

Err	Message text
001	No pymt possible because items with a debit bal still exist; see job log
003	Item is blocked for payment
006	No valid payment method found
007	Error in creating the payment document; read job log

Scroll to the bottom of the report to view legend for the error codes. Typical causes of each of the above error codes are: Code 1 indicates a debit balance (more credit than payment due.) Code 3 indicates a document block. Code 6 indicates a payment method is lacking or vendor master record lacks address and/or banking data for automatic payments. Code 7 may indicate a lack of funds available to generate payment.

Vendor Account Line Items – FBL1N



Vendor Account Line Items – FBL1N

Use Transaction FBL1N to view invoices for one vendor, multiple vendors, or by parked, open or cleared status.

Use dynamic selections to further narrow down the query to just what you need to view.

The user may click on a document line and drill down to more detailed information contained in the document.

FBL1N provides numerous features that allow access to information in other invoice-related documents, including check information, purchase order, and purchase order history. It may be sorted, filtered, and subtotaled.

Vendor Line Item Display

Vendor selection

Vendor account: 100000282 to []

Company code: [] to []

Selection using search help

Search help ID: []

Search string: []

Complex search help: []

Enter vendor account or use drop-down to select a vendor. Use arrow icon after the Vendor field to select multiple vendors if needed. **NOTE:** Multiple selection is useful when doing business with the same vendor at multiple locations. This feature displays the vendor's multiple locations at one time.

Vendor Line Item Display

Vendor selection

Vendor account: 100000282 to []
Company code: [] to []

Selection using search help

Search help ID: []
Search string: []
Complex search help: []

Line item selection

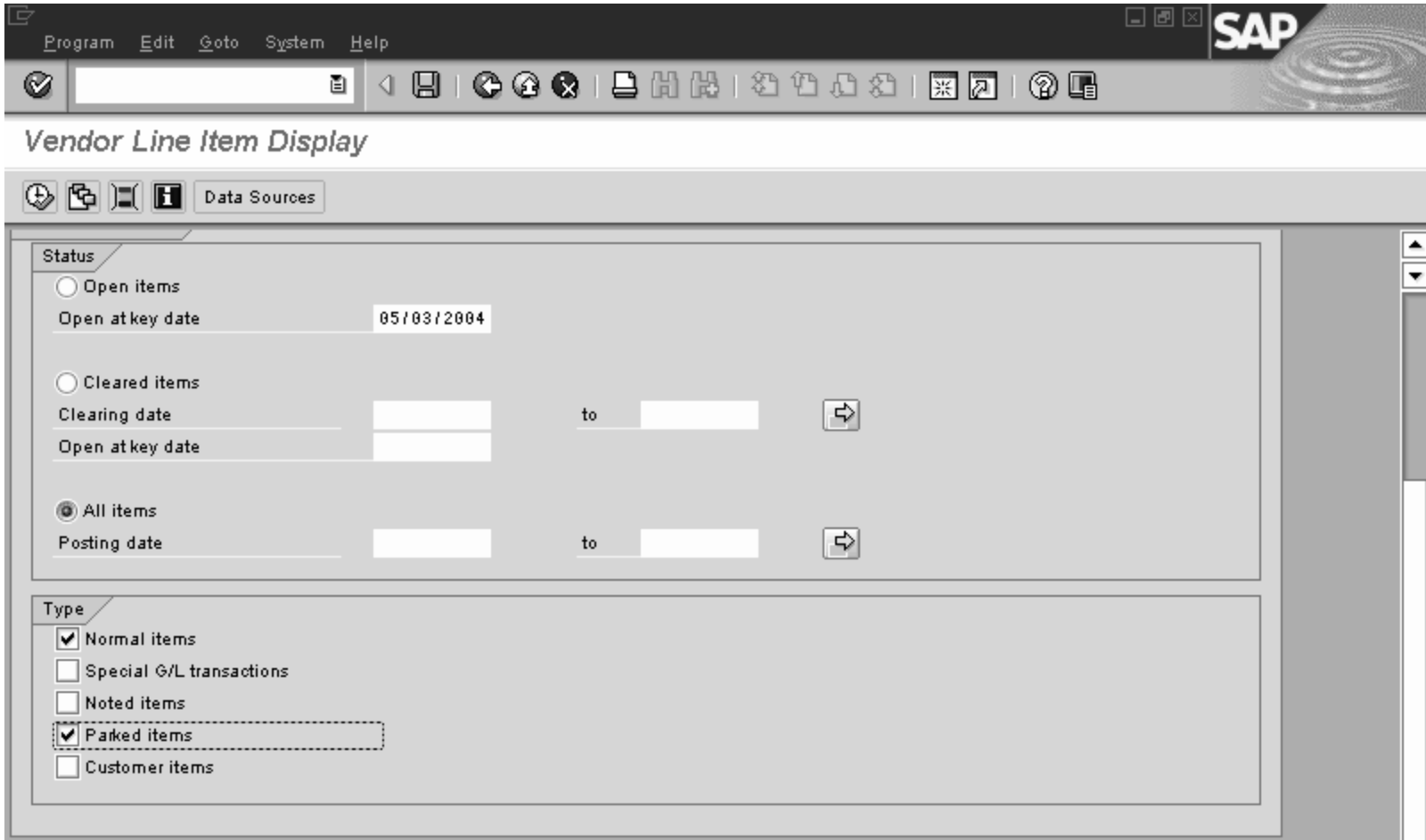
Status

☐ Open items
Open at key date: 05/03/2004

☐ Cleared items
Clearing date: [] to []
Open at key date: []

☒ All items
Posting date: [] to []

Line item selection defaults to Open items and today's date defaults in Open at key date. Change selection to Cleared items or All items if desired. Select desired key date or multiple key dates.



The screenshot shows the SAP 'Vendor Line Item Display' screen. The title bar includes 'Program Edit Goto System Help' and the SAP logo. Below the title bar is a menu bar with icons for various functions. The main area is divided into two sections: 'Status' and 'Type'.

Status Section:

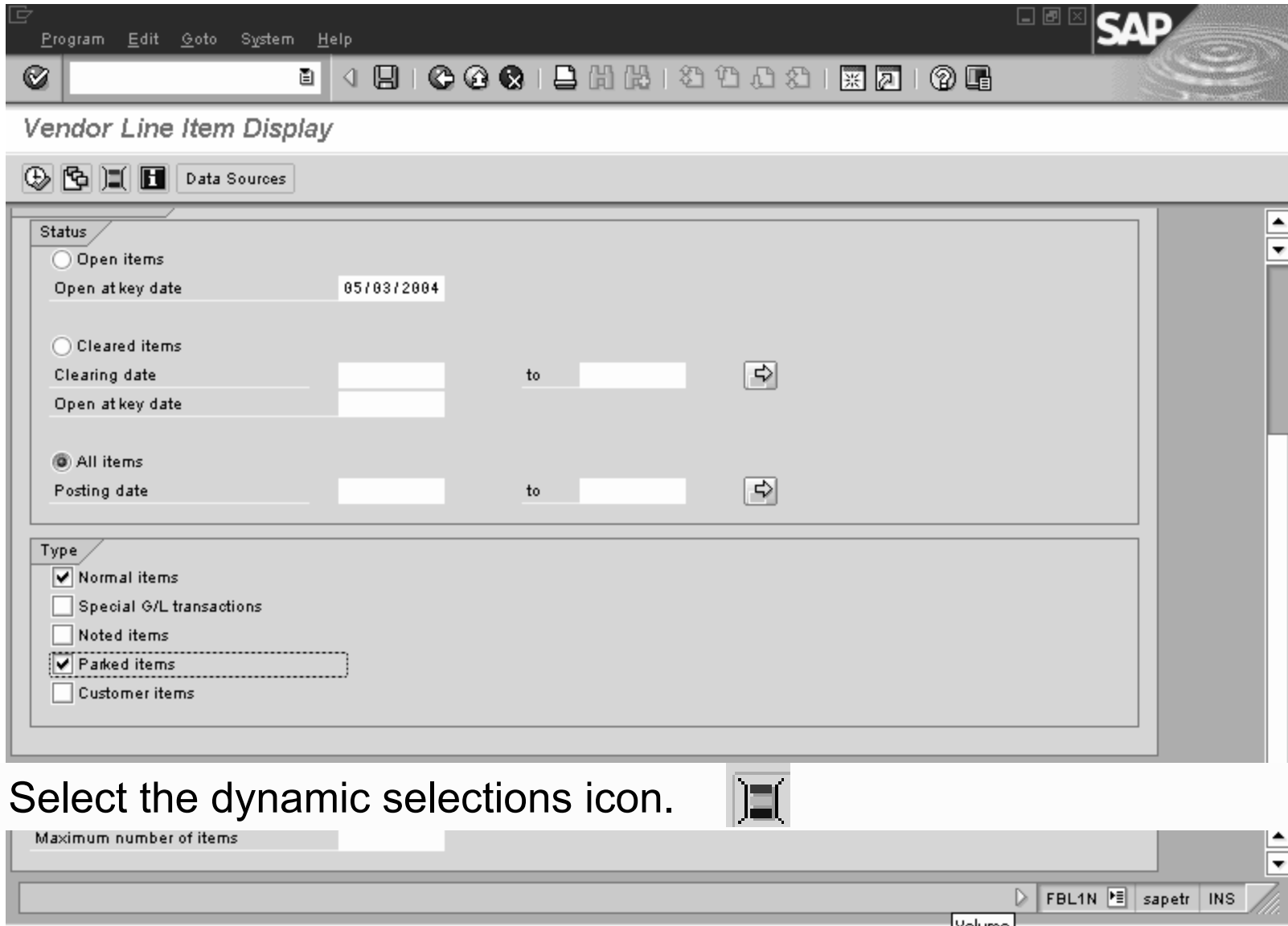
- ☐ Open items
 - Open at key date: 05/03/2004
- ☐ Cleared items
 - Clearing date: [] to [] []
 - Open at key date: []
- ☒ All items
 - Posting date: [] to [] []

Type Section:

- ☒ Normal items
- ☐ Special G/L transactions
- ☐ Noted items
- ☒ Parked items
- ☐ Customer items

A vertical scroll bar is visible on the right side of the screen, indicating that there is more content below the visible area.

Using the vertical scroll bar, scroll to the bottom of the screen. Select Parked items. **NOTE:** Parked items are not yet posted for payment and do not impact financial data (unless document was parked as complete).



The screenshot shows the SAP 'Vendor Line Item Display' window. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main area is divided into two sections: 'Status' and 'Type'.

Status Section:

- ☐ Open items
 - Open at key date: 05/03/2004
- ☐ Cleared items
 - Clearing date: [] to [] [icon]
 - Open at key date: []
- ☒ All items
 - Posting date: [] to [] [icon]

Type Section:

- ☒ Normal items
- ☐ Special G/L transactions
- ☐ Noted items
- ☒ Paiked items
- ☐ Customer items

Below the 'Type' section, there is a field for 'Maximum number of items' and a 'Dynamic Selections' icon (a square with a diagonal line). At the bottom right, there are buttons for 'FBL1N', 'sapetr', and 'INS'.

Select the dynamic selections icon.



Program Edit Goto System Help

SAP

Vendor Line Item Display

Data Sources

Vendor master

- Industry
- Created on
- Created by
- PBC/POR number
- Group key
- Account group
- Country

Special G/L ind.

Assignment

Document Number

Posting Date

Document Date

Currency

Document type

Business Area 0610

Payment method

Vendor selection

Vendor account 100000282 to

Company code to

Selection using search help

Search help ID

Search string

Complex search help

FBL1N sapetr INS

The dynamic selections will appear at the top of the screen. Make desired selections. Business area is recommended.

SAP

List Edit Goto Extras Environment Settings System Help

Vendor Line Item Display

Status: ☒ open ☐ Parked ☐ Cleared
 Due date: ☒ Overdue ☐ Due ☐ Not due

Vendor 100000282
 Company Code ARK

Name DNA Dynamics
 City SAN DIEGO

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in doc. curr.	Curr.	Clrng doc.	Text
	<input checked="" type="checkbox"/> 10000000042004	1000000004	KR	04/28/2004			985.00-	USD		
*	<input checked="" type="checkbox"/>						985.00-	USD		
** Account 100000282							985.00-	USD		

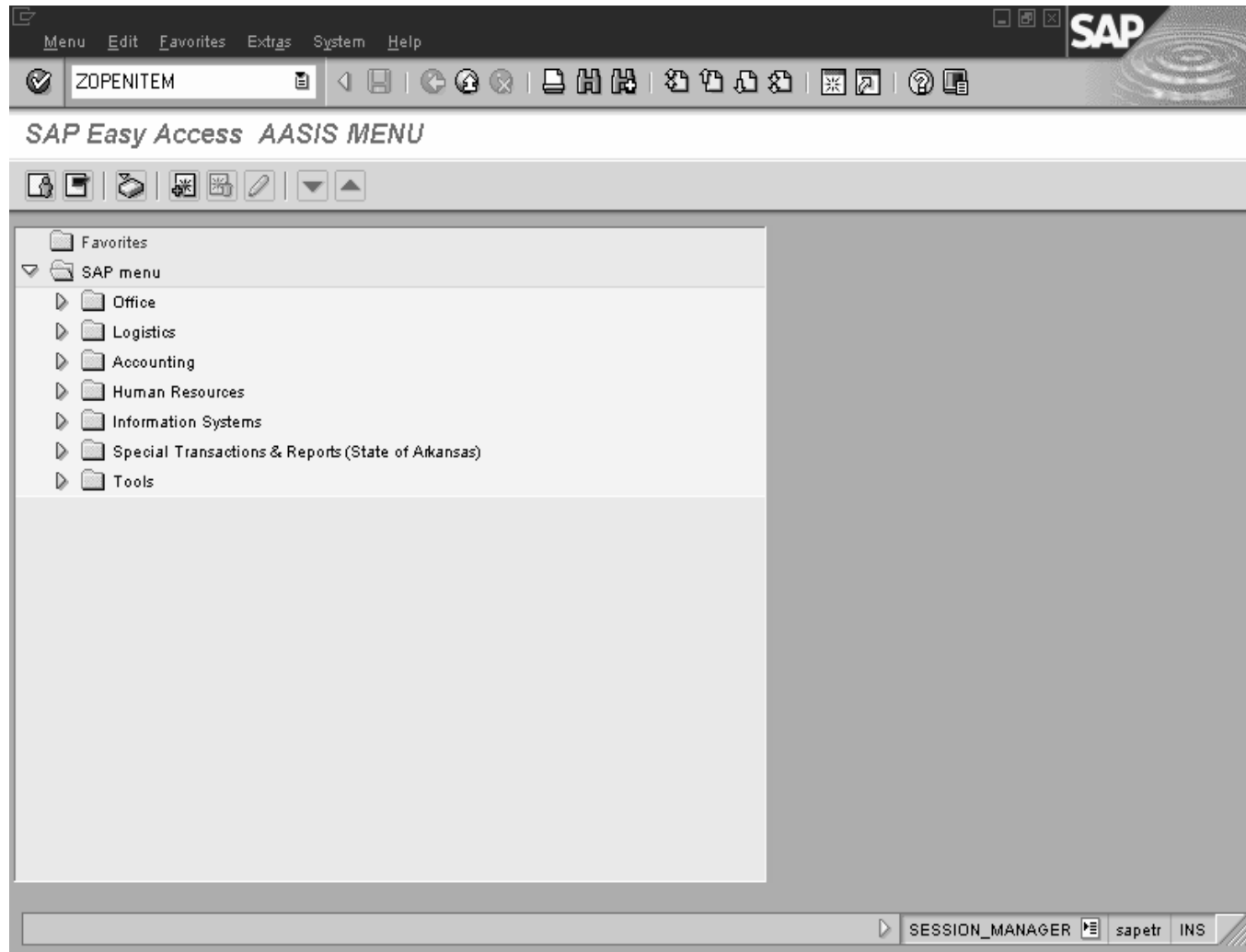
Vendor *
 Company Code *

Name *
 City *

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in doc. curr.	Curr.	Clrng doc.	Text
***							985.00-	USD		

Notice the Status legend symbols for open, parked, and cleared.
 Notice the due date symbols for Overdue, Due, and Not due.

Open Items List – ZOPENITEMAP





Open Items List – ZOPENITEMAP

Items not yet due to pay or blocked for payment, or items that are generated as exceptions during a payment run remain on the open item list. Open items may be viewed with Transaction ZOPENITEMAP.

Program Edit Goto System Help

SAP

ZOPENITEM_AP

Program selections

Accounting document number		to		
Document type		to		
Document date in document		to		
Posting date in the document		to		
Accounting document entry da		to		
Fiscal year	2005	to		
Business area	0010	to		
Account number of vendor or				
Baseline date for due date c				
Payment method		to		
Payment Block Key		to		
Terms of payment key		to		
Assignment number		to		
Fund		to		
User Name		to		
G/L Account Number		to		

To see all open items for an agency, enter the Business area.

Further processing options

☐ No further processing
☐ Display as table
☐ Graphics
☐ ABC analysis
☐ Executive Info System (EIS)
☐ Additional query functions
☐ File store

☒ Interactive list
☐ Word processing
☐ Spreadsheet

ZOPENITEMAP sapetr INS

Enter selection criteria. Select further processing options desired. Click on the Execute icon  .



Open item list for payment run

Year	Vendor	PM	Doc.no.	Itm	Assignment	Pstg date	Doc. date	Entry dte	Doc. Type	BA	Σ Amount	Blind date	PayT	RCd	PmtMthSu	PBk	Fund	USI	
2005	100000271	W	1000000008	001	10000000082005	07/26/2004	07/26/2004	07/26/2004	KR	0610	85.00	07/26/2004	NT15				HSC6101	CS	
2005	100000271	W	1000000009	001	10000000092005	07/26/2004	07/26/2004	07/26/2004	KR	0610	85.00	07/26/2004	0001				HSC6101	TR	
2005	100000273	W	1000000011	001	10000000112005	07/26/2004	07/26/2004	07/26/2004	KR	0610	625.00	07/26/2004	0001				HSC6101	TR	
2005	100000275	W	1000000010	001	10000000102005	07/26/2004	07/26/2004	07/26/2004	KR	0610	380.00	07/26/2004	0001				HSC6101	TR	
2005	100000300	W	1000000012	001	10000000122005	07/26/2004	07/26/2004	07/26/2004	KR	0610	6.38	07/26/2004	0001				HSC6101	TR	
2005	100000300	W	1000000013	001	10000000132005	07/26/2004	07/26/2004	07/26/2004	KR	0610	46.88	07/26/2004	0001				HSC6101	TR	
2005	100000300	W	1000000014	001	10000000142005	07/26/2004	07/26/2004	07/26/2004	KR	0610	28.50	07/26/2004	0001				HSC6101	TR	
											1,256.76								

The list is generated. Scroll over to view more detail.

ZOPENITEMAP sapetr INS



Open item list for payment run

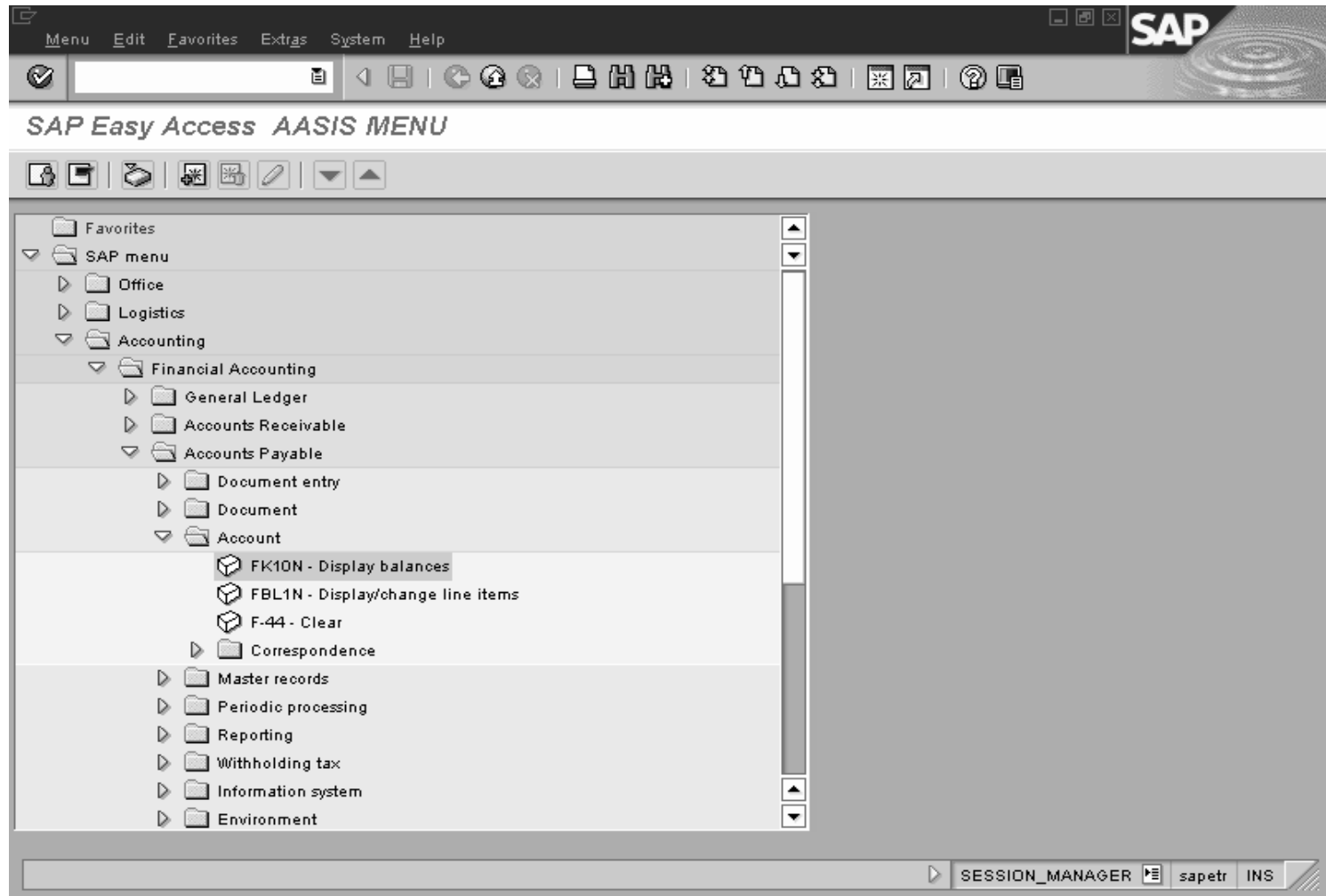
Doc.no.	itm	Assignment	Pstg date	Doc. date	Entry dte	Doc. Type	BA	Σ Amount	Blinc date	PayT	RCd	PmtMthSu	PBk	Fund	USNAM	AccNo.
1000000008	001	10000000082005	07/26/2004	07/26/2004	07/26/2004	KR	0610	85.00	07/26/2004	NT15				HSC6101	CSVOLLMAN	2110001000
1000000009	001	10000000092005	07/26/2004	07/26/2004	07/26/2004	KR	0610	85.00	07/26/2004	0001				HSC6101	TRAIN-FI002	2110001000
1000000011	001	10000000112005	07/26/2004	07/26/2004	07/26/2004	KR	0610	625.00	07/26/2004	0001				HSC6101	TRAIN-FI008	2110001000
1000000010	001	10000000102005	07/26/2004	07/26/2004	07/26/2004	KR	0610	380.00	07/26/2004	0001				HSC6101	TRAIN-FI010	2110001000
1000000012	001	10000000122005	07/26/2004	07/26/2004	07/26/2004	KR	0610	6.38	07/26/2004	0001				HSC6101	TRAIN-FI002	2110001000
1000000013	001	10000000132005	07/26/2004	07/26/2004	07/26/2004	KR	0610	46.88	07/26/2004	0001				HSC6101	TRAIN-FI008	2110001000
1000000014	001	10000000142005	07/26/2004	07/26/2004	07/26/2004	KR	0610	28.50	07/26/2004	0001				HSC6101	TRAIN-FI010	2110001000
								1,256.76								

■ 1,256.76

ZOPENITEMAP sapetr INS

The baseline date and payment terms decide when the payment will pay. Blocking reasons are displayed. The “R” in the Block Column indicates a logistics block.

Display Vendor Balances – FK10N



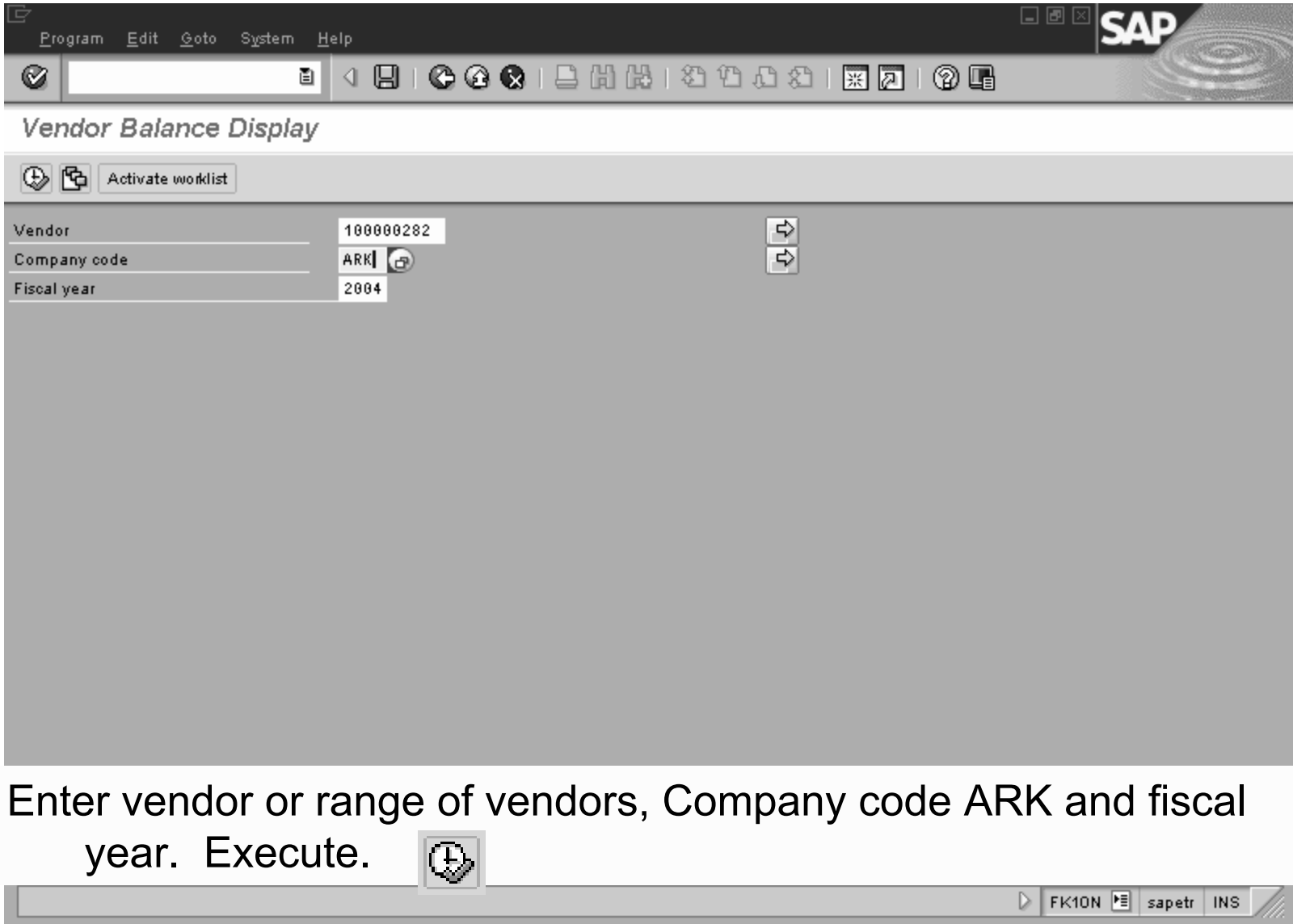


Display Vendor Balances – FK10N




Transaction FK10N allows a user to view all business transacted with a particular vendor by period.

This report allows the user to see a summary of each period or view all line items for each period.


Each line item permits further drilldown into documents.

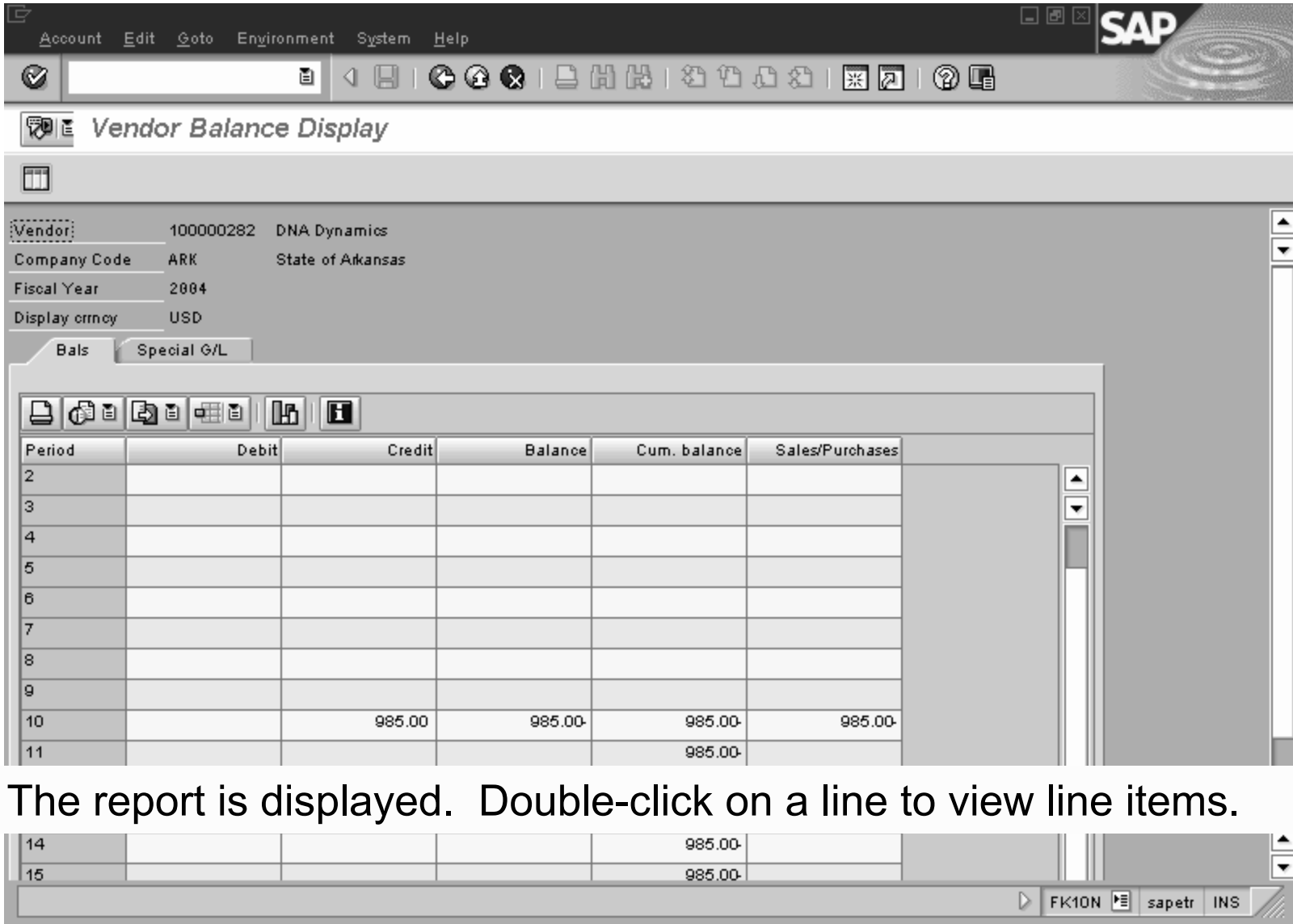


The screenshot shows the SAP 'Vendor Balance Display' (F053) transaction. The menu bar includes Program, Edit, Goto, System, and Help. The toolbar contains various icons for navigation and execution. The title bar reads 'Vendor Balance Display'. Below the title bar, there is a button labeled 'Activate worklist'. The main input area contains the following data:

Vendor	100000282	
Company code	ARK 	
Fiscal year	2004	

Below the input area, there is a large gray rectangular area. At the bottom of the screen, the status bar shows the transaction code 'FK10N', the user 'sapetr', and the system 'INS'.

Enter vendor or range of vendors, Company code ARK and fiscal year. Execute. 



The screenshot shows the SAP 'Vendor Balance Display' (F050) report. The header information is as follows:

Vendor	100000282	DNA Dynamics
Company Code	ARK	State of Arkansas
Fiscal Year	2004	
Display crncy	USD	

The report is displayed in 'Bals' (Balance Sheet) mode. The table below shows the balance data for periods 2 through 11:

Period	Debit	Credit	Balance	Cum. balance	Sales/Purchases
2					
3					
4					
5					
6					
7					
8					
9					
10		985.00	985.00	985.00	985.00
11				985.00	

The report is displayed. Double-click on a line to view line items.

The bottom of the screenshot shows the status bar with the text: FK10N sapetr INS

Vendor Line Item Display

Status: ☒ open ☐ Parked ☐ Cleared
 Due date: ☒ Overdue ☐ Due ☐ Not due

Vendor 100000282
 Company Code ARK

Name DNA Dynamics
 City SAN DIEGO

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in doc. curr.	Curr.	Clrng doc.	Text
	<input checked="" type="checkbox"/> 10000000042004	1000000004	KR	04/28/2004			985.00-	USD		
*	<input checked="" type="checkbox"/>						985.00-	USD		
** Account 100000282							985.00-	USD		

Vendor *
 Company Code *

Name *
 City *

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in doc. curr.	Curr.	Clrng doc.	Text
...								

1 items displayed

FK10N sapetr INS

Line items and their status are displayed. Further drill-down is available.

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

More data Withholding tax data

Vendor 100000282 DNA Dynamics G/L Acc 2110001000
 Company Code ARK 21 Marker Place
 State of Arkansas SAN DIEGO Doc. no. 1000000004

Line Item 1 / Invoice / 31

Amount 985.00 USD
 Tax code P1
 W.tax base 0.00 USD W.tax exempt 985.00 W.Tax Code 00

Additional details

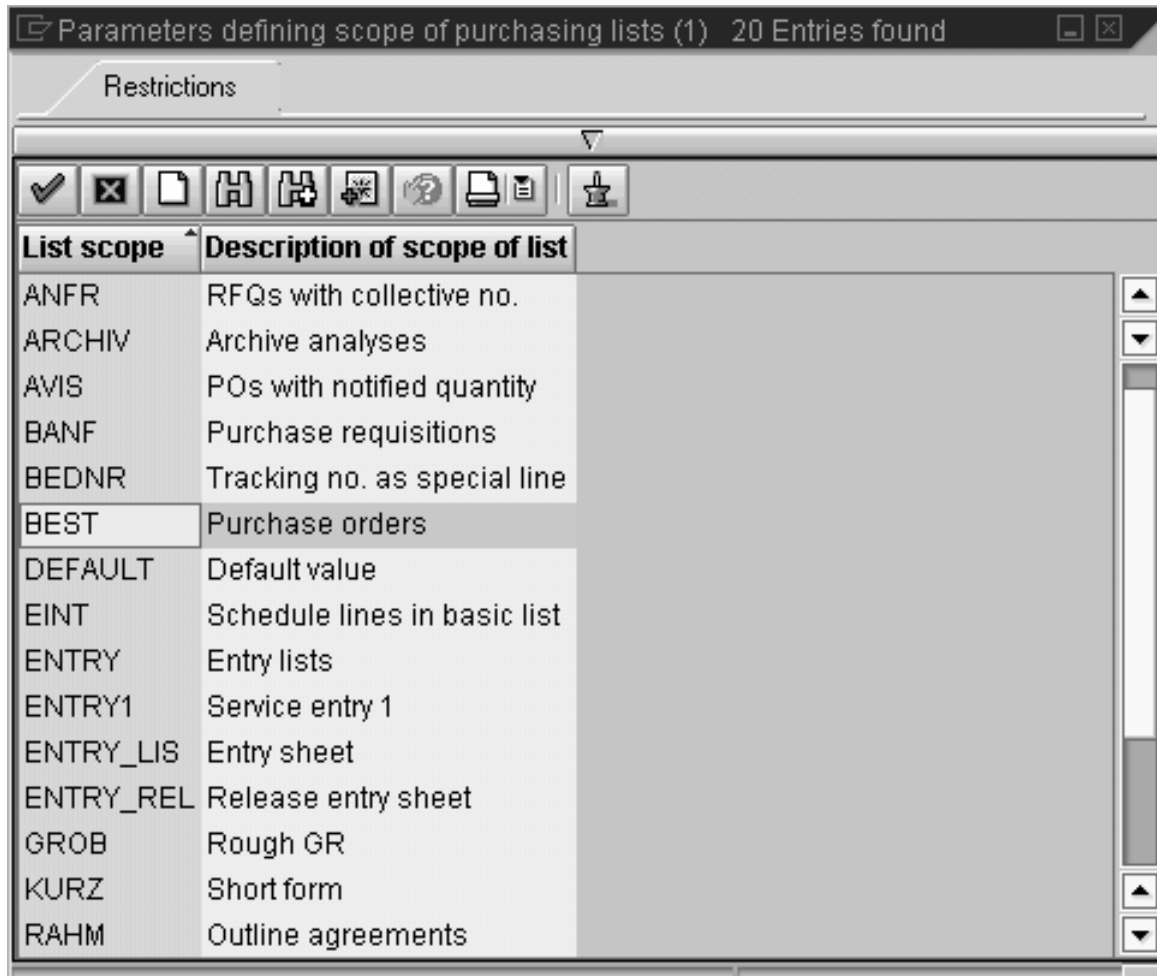
Bus. Area 0610
 Disc. base 985.00 USD Disc. amount 0.00 USD
 Payt terms NT15 Days/percent 15 0.000 % 0 0.000 % 0
 Bline date 04/28/2004 Fixed
 Pmnt block Invoice ref. / / 0
 Payment cur.
 Pmt Method W Pmt meth.supl.
 Payment Ref.
 Assignment 10000000042004
 Text Long Text

FK10N sapetr INS

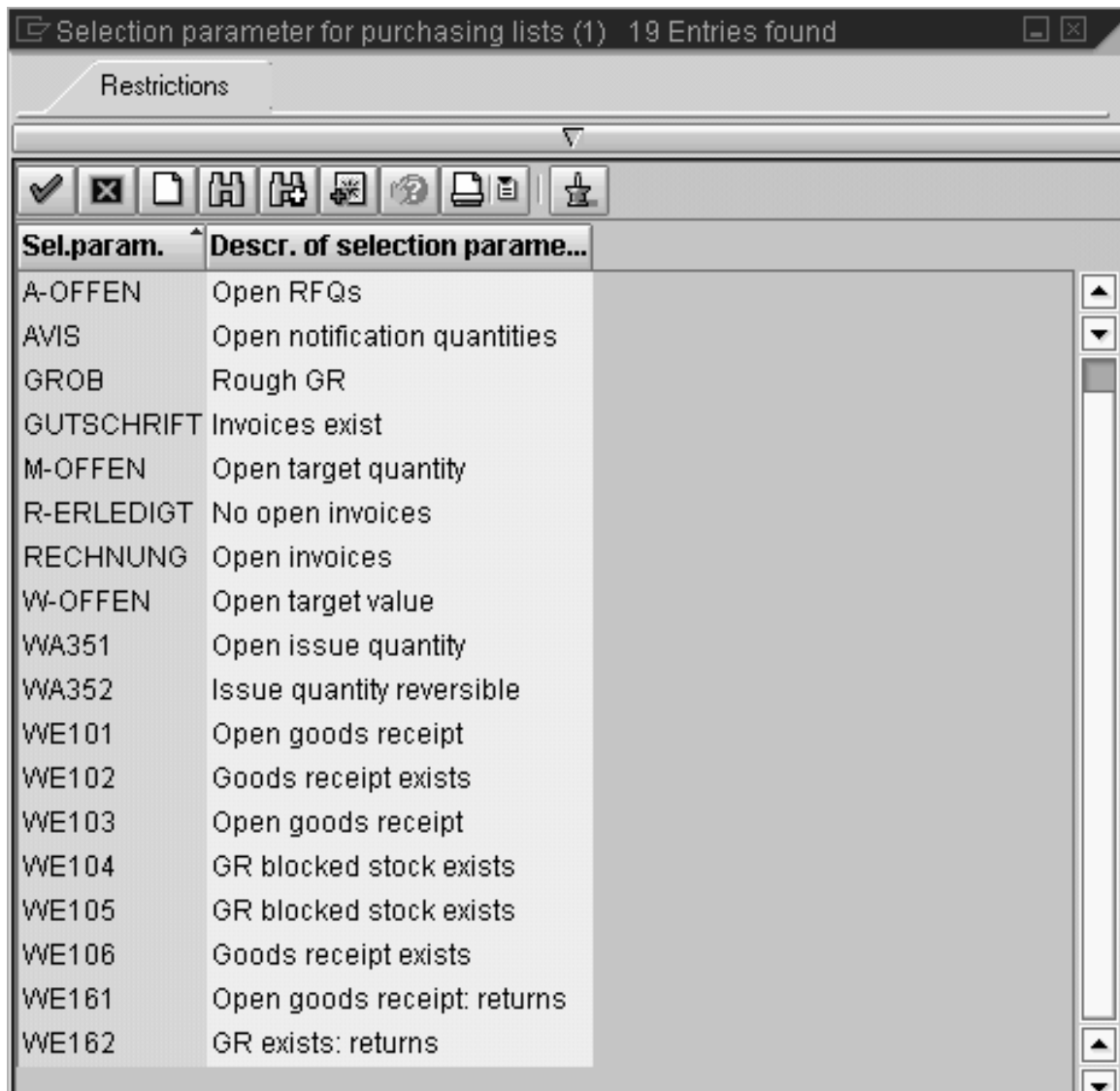
More detail is displayed.

Viewing Purchasing Information

- In addition to viewing the purchase orders, covered in the logistics invoicing section, other purchasing reports are available.
- These displays are ME2K, ME2L, and ME2N. Each resemble each other in their use, but each have some selection variations. ME2K produces a report by Account Assignment. ME2L generates a report by vendor, and ME2N's output is by document number.



ME2K, ME2L, and ME2N each default with BEST in the Scope of List field. By viewing the drop-down on this field, the user sees that BEST represents Purchase orders.



ME2K, ME2L, and ME2N each allow selection parameters as seen above.



SAP

Purchasing Documents For cost center

PO history Changes Deliv. schedule Services

PO	Type	Vendor	Name	P6p	Order date
Item	Material		Short text		Mat. group
D I A	PInt	SLoc	Order qty.	Un	Net Price
					Curr.
					per Un
4500000113	NB	100037786	STONE COMPUTER & COPIER SUPPLY	277	07/10/2001
00010	10002412		DISKETTE, FORMATTED, 3.5"DS/HD		20700
	K 9999		40 PAC	2.89	USD 1 PAC
	Cost center	383201			
	Still to be delivered		0 PAC	0.00	USD 0.00 %
	Still to be invoiced		0 PAC	0.00	USD 0.00 %
4500000120	NB	100001745	PRINTING PAPERS INC	277	07/10/2001
00010	10005492		ENV,BRW KRAFT,OPN ED,28#,9"X12"SELFSEAL	31030	
	K 9999 9999		5 CS	22.22	USD 1 CS
	Cost center	383201			
	Still to be delivered		5 CS	111.10	USD 100.00 %
	Still to be invoiced		5 CS	111.10	USD 100.00 %
00020	10005492		ENV,BRW KRAFT,OPN ED,28#,9"X12"SELFSEAL	31030	
	K 9999 9999		0 CS	22.22	USD 1 CS
	Cost center	383201			
	Still to be delivered		0 CS	0.00	USD 0.00 %
	Still to be invoiced		0 CS	0.00	USD 0.00 %
4500000134	NB	100009471	SEARCY WINTEMP CO.	277	07/11/2001
00010	10023965		ELECTRIC COMPONE/NTS, MISC, EACH		28700
	K 9999		1 EA	97.77	USD 1 EA
	Cost center	383201			
	Still to be delivered		0 EA	0.00	USD 0.00 %

ME2K sapqas INS

ME2K, ME2L, and ME2N each produces a report that allows for drilldown into documents.